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Staff Inspection and Assistance Program (SIA)

HQ USEUCOM ECJ4-MS



Staff Inspection and Assistance (SIA) Program

- Establishes ECJ4 Staff Inspection and Assistance (SIA) Program
- Utilizes IG SAO checklist as guide for SIA Program
- Performs inspections and provides assistance
- Checklist fully integrated Internal Management Control (IMC)
- Allows ODC/SAO to identify deficiencies and request assistance
- Allows ECJ4 to tailor the SIA Program to meet the ODC/SAO needs
- Produces a written report documenting SIA Program inspection
- Results will be randomly verified by ECIG



ODC/SAO SIA Program Transition

- ECJ4 assumes responsibility from ECIG 1 OCT 98
- Adopts ECIG inspection model
- Follows inspection guidance IAW ED 125-4
- Utilizes ECIG FY 99 inspection schedule
- ECJ4 Staff Inspection and Assistance (SIA) Program
 - Utilizes current Command Inspection Guide for Security Assistance Organizations Annual statement of assurance for IMC key element
 - ODC/SAO identifies problems prior to the inspection allowing the SIA Program manager to ensure Subject Matter Expert (SME) in the respective area is part of the inspection team
 - Utilizes ECJ4 SIA Program Standard Operating Procedures (SOP)



IG/SIA Program Transition Timeline

- 17-21 August ECJ4 SIA Program Chief accompanies ECIG on command inspection of ODC Austria “hands on experience”
- 25 September transition plan approved
- 25 September message to all ODC/SAOs announcing new SIA Program and distribution of ECJ4 SOP
- 25 September ECIG publish revision to ED 125-4
- 30 September ECIG transfer of data to ECJ4 to support SIA Program
- 30 September ECIG publish revision to SAO inspection guide
- 1 Oct ECJ4 SIA Program begins



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SIA Program Procedures

Inspection Scheduling

- 120 days prior ODC/SAO submits IMC statement of assurance to ECJ4
- SIA Program reviews and identifies requirements, contacts USEUCOM staff for Subject Matter Expert (SME) if required
 - ECJ4 will fund SMEs from money provided to conduct the SIA Program
- 90 days prior message to ODC/SAO and USEUCOM staff announcing SIA Program inspection
- 60 days prior message identifying team members, support requirements, and requesting country clearances
- 30 days prior
 - Cut orders
 - Coordinate with clinic for shots (if required)
 - Orders to official travel for tickets
 - Assemble team information package
 - Schedule team briefing NLT 14 days prior



SIA Program Procedures

Inspection Scheduling

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- 14 days prior
 - Team briefing from USEUCOM staff (ECSM, Desk Officer, ECLA, ECIG, ECJ1, ECCM, ETC...)
 - Ticket pick-up
 - Final coordination with ODC/SAO
 - Receipt from ODC/SAO of scheduled meetings during SIA Program
- 7 days prior team completes preparation for SIA Program Inspection
- Week of SIA Program Inspection
 - In brief-set up
 - Daily schedule review and end of day summary
 - Out-brief, draft report to ODC/SAO, and packout
 - Team will be prepared to remain on sight to fix problems that can be corrected by team members (requires approval of Deputy Director ECJ4)



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SIA Program Procedures Inspection Scheduling

- 7 days after SIA Program inspection, draft report finalized and staffed
- 14 days after SIA Program inspection, Director ECJ4 receives final report
- Quarterly, post anonymous SIA Program inspection results on ECJ4 homepage
- ODC/SAO has 120 days to complete final corrective actions



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SIA Program Procedures Report Format

- SIA Program inspection report will be a template
 - Final report will have a brief summary at the beginning
 - Report sequence will be the same as IG Inspection Guide
 - Findings, commendables, and observations will be documented in the same manner as current ECIG format
 - Results of the corrections made by the team will be documented to include closing a finding or observation
 - All other areas will have a standard default statement identifying the area inspected and ODC/SAO was found in compliance
 - Required follow-on actions will be documented



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SIA Program Roles and Responsibilities

- ECJ4
 - Manage SIA Program
 - Complete SIA Program inspection and reports IAW published plans
 - Maintain and up-date ECJ4 SOP for SIA Program
- ECIG
 - Hand over ODC/SAO scheduled inspections
 - As part of the Command Inspection Program review ODC/SAO SIA Program
 - Augment selected ECJ4 SIA Program teams
 - ECIG over sight may include occasional IG team inspections with ODC/SAO
 - Maintain and update SAO inspection guide (with assistance of USEUCOM Staff)
 - Incorporate the SIA Program oversight into the HQ USEUCOM Command inspection program



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SIA Program Roles and Responsibilities

- ODC/SAO
 - Follow inspection guide
 - Perform IMC IAW ED 50-8
 - Comply with SIA Program instructions prior to inspection
- USEUCOM Staff
 - Support ECJ4 requests for SMEs
- Inspectors
 - Follow the Inspection Guide
 - Focus on inspection and provide assistance after objectives have been met
 - Avoid confrontations
 - Maintain professionalism/discretion at all times



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SIA Program IG Verification of Program

- ECIG will include quarterly SIA Program assessments in the HQ USEUCOM Command Inspection program by doing :
 - Independent
 - Over the shoulder inspections
 - Augmentation to the ECJ4 SIA Program teams
 - Follow on inspections
- Assessment of the ECJ4 program Requires:
 - Access to all SIA Program documents, SOPs and tools used to conduct the program
 - Written report to the DCINC on the effectiveness of the ECJ4 SIA Program



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SIA Program Schedule FY 99

ODC UK 16-20 Nov 98

ODC Poland 30 Nov-4 Dec 98

ODC Czech Rep 14-18 Dec 98

ODC Belgium 11-15 Jan 99

SAO Bosnia 22-26 Feb 99

ODC Netherlands 8-12 March 99

SAO Senegal 15-19 March 99

SAO Croatia 5-9 April 99

ODC Italy 26-30 March 99

ODC Botswana 3-7 May 98

ODC Denmark 17-21 May 99

ODC Norway 7-11 June 99

ODC Israel 21-25 June 99

ODC France 30 Aug-3 Sept 99

ODC Germany 13-17 Sept 99

ODC Turkey 4-8 Oct 99

ODC Ukraine 18-22 Oct 99

* SAO Latvia, SAO Lithuania and, SAO Estonia tentatively rescheduled for 5-16 July 99